

BUILDING PERMIT APPLICATION

Application/Permit #

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TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

The undersigned hereby applies for a permit to completely perform work in accordance with the description, plans, specifications and/or professionally prepared design standards and such conditions as may be indicated on the permit. The permit must be filled out completely and often requires the previous approvals of other agencies which must be included with the application. All provisions of the Town of Fishkill, local law and all other appropriate rules and regulations shall apply. The permit does not constitute authority to perform work in violation of any federal, state or local laws.

APPLICANT: _____

ADDRESS: _____ PHONE: _____

OWNER: _____

ADDRESS: _____ PHONE: _____

BUILDER: _____

ADDRESS: _____ PHONE: _____

BUILDING SITE LOCATION: _____

(Road: Town, County, State or Private)

TAX GRID NUMBER: #06

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PROJECT: _____

(Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Construction of New Building | <input type="checkbox"/> Pool - Above Ground: size _____ |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Pool - In-Ground: size _____ |
| <input type="checkbox"/> Factory Manufactured Home | <input type="checkbox"/> Garage, Attached |
| <input type="checkbox"/> Conversion - Change in Use/Occupancy | <input type="checkbox"/> Garage, Detached |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Noncommercial Storage Building (shed) |
| <input type="checkbox"/> Addition to Existing Building | <input type="checkbox"/> Deck/Porch |
| <input type="checkbox"/> Repair to Existing Structure | <input type="checkbox"/> Solid Fuel Heating Device (woodstove, pellet stove, fireplace) |
| <input type="checkbox"/> Installation/Replacement of Equipment and Systems | <input type="checkbox"/> Sign |
| <input type="checkbox"/> Installation/Extension of Electrical Systems | <input type="checkbox"/> Other: _____ |

Size of Structure (dimensions): _____ Square Footage: _____

Height: _____ Number of Stories: _____ Number of Dwelling Units: _____

No. of Bedrooms: _____ No. of Bathrooms: _____ Finished Basement? _____

ZONING DISTRICT: _____ Fire District: _____

Proposed Setback Minimums:

Distance of structure from... Front Line: _____ Rear Line: _____ Left Side: _____ Right Side: _____

Road Frontage (feet): _____ Lot Area (acres): _____

- | | |
|--|--|
| <input type="checkbox"/> Planning Approval - Site Plan, Special Use, etc. | <input type="checkbox"/> SAN 34 Form - Dept. of Health Approval |
| <input type="checkbox"/> Town Variance (attach ZBA resolution) | <input type="checkbox"/> Manufactured Home: Stamped and Signed Plans |
| <input type="checkbox"/> State Variance (attach Board of Review resolution) | <input type="checkbox"/> Trusses: Stamped and Signed Plans |
| <input type="checkbox"/> Driveway Permit - Town, County, State DOT | <input type="checkbox"/> Energy Code Compliance Sheet |
| <input type="checkbox"/> Water/Sewer District Approvals | <input type="checkbox"/> Electrical Inspection Agency: Application Filed |
| <input type="checkbox"/> Wetland | <input type="checkbox"/> Attached Plot Plan or Survey |
| <input type="checkbox"/> Flood Plain | <input type="checkbox"/> INSURANCE / WORKERS COMPENSATION |
| <input type="checkbox"/> Is any work bonded? Amount: _____ Expiration: _____ | ESTIMATED COST OF PROJECT: _____ |

Zoning Dept. Use:

Bldg. Dept. Use:

<input type="checkbox"/> FEE: Deposit: _____	Balance: _____	Total: _____
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The undersigned applicant is responsible to notify the Town and hereby consents by the execution of this application to all necessary inspections to be made by the Building and Zoning Department of the Town of Fishkill. It is the responsibility of the applicant and design professional to contact the Building Department and supervise, certify all work changed from the original plans to be appropriately recorded and approved. The Building Inspector shall be notified for purposes of inspection, at a minimum, (1) When footings are formed before pour (2) At completion of foundation (3) Framing & Rough Plumbing (4) After insulation (5) Final before occupancy. No further work is to be commenced before approval of each stage. It is understood that authorization is hereby given for the Building Inspector/Zoning Administrator to enter premises for purposes of inspection any time prior to the issuance of the Certificate of Occupancy.

Signature (Owner, Builder, Agent)

Date

BUILDING PERMIT APPLICATION INSTRUCTIONS

Application/Permit #

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TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

- A. The application must be completely filled in by typewriter or ink and submitted to the Building Inspector.
- B. A separate plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of the layout of the property must be submitted or must be drawn on the location plan which is part of this application. At the discretion of the Building Inspector or Zoning Administrator a survey prepared by a licensed surveyor or engineer may be required to be submitted.
- C. The application must be accompanied by, at least, two complete sets of plans and specifications showing the proposed construction. Plans and specifications shall describe, in sufficient detail, the nature of the work to be performed including the materials and equipment to be used and details of structural, mechanical, electrical and plumbing installations. At the discretion of the Building Inspector, additional sets of plans and specifications may be required.
- 1) Plans and specifications are required to be signed and sealed by a registered architect or professional engineer, except for:
- a) Farm buildings and other buildings used solely and directly for agricultural purposes;
 - b) single family residential buildings 1500 square feet or less, not including garages, carports, porches, cellars, or uninhabitable basements or attics;
 - c) alterations, costing \$20,000 or less, if these alterations do not involve changes affecting the structural safety or public safety of the building or structure.
- [New York State Education Law, Section 7307]
- 2) Note: For common residential projects (fin. basements, decks, sheds, pools, woodstoves, etc.) refer to the sheet entitled "REQUIRED INFORMATION FOR COMMON PROJECTS."
- D. Satisfactory proof consisting of a certificate of insurance, indicating that worker's compensation has been secured for all employees. Homeowners and self-employed contractors may submit an appropriate affidavit in lieu thereof. (New York State Worker's Compensation Law, Section 56.)
- E. When applicable other approvals must be submitted, such as but not limited to; Dept. of Health; Planning (site plan, special use, subdivision, etc.); ZBA Variances; County or State Work Permit; Water/Sewer District; Wetlands; Flood Plain; E-911 Addressing Confirmation.
- F. The work covered by the application may not be commenced before issuance of a Building Permit.
- G. Upon approval of the application, the Building Department will issue a Building Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.
- H. All electrical work shall be inspected by an independent electrical inspection agency approved in accordance with the Code of the Town of Fishkill.
- I. All work shall be done in accordance with the plans and specifications and no person shall make any change in said plans and specifications without the written consent of the Building Department.
- J. No building or structure for which a permit has been issued shall be occupied or used in whole or in part for any purpose whatsoever until a Certificate of Occupancy or a Certificate of Compliance has been granted by the Building Department.
- K. At the Building Inspector's discretion, a certified "as built" plot plan or survey and/or building plans may be required before a Certificate of Occupancy is issued.

REQUIRED INFORMATION FOR COMMON PROJECTS
TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

Use the following as a checklist of information required for common residential projects.

FINISHED BASEMENTS AND INTERIOR ALTERATIONS:

- A. Plans clearly identifying: 1) Room names; 2) Room dimensions; 3) Ceiling heights including beams or ductwork projecting below ceiling; 4) Partitions/walls; 5) Doors including sizes and types; 6) Windows including sizes and types; 7) Stairs; 8) Height of adjoining exterior grade; 9) Insulation; and, 10) any other information relating to the project. Submit, at least, 2 copies signed and dated by the person responsible for the design.
- B. Adequate proof of worker's compensation coverage, liability insurance or affidavit in lieu thereof.

DECKS/PORCHES:

- A. Plans clearly identifying ALL structural elements, such as: 1) Footings/piers; 2) Posts; 3) Built-up girders/beams; 4) Joists/rafters; 5) Decking/roofing; 6) Stairs; 7) Nailing/fastening/anchoring; and, 8) any other information relating to the project. Show ALL dimensions, spans, spacing's, bracing, species and grade of wood, etc. Submit, at least, 2 copies signed and dated by the person responsible for the design.
- B. Plot plan, survey or location plan showing all required setbacks from property lines, other structures, special geographic features, etc.
- C. Adequate proof of worker's compensation coverage, liability insurance or affidavit in lieu thereof.

STORAGE BUILDINGS - SHEDS/GARAGES:

- A. Provide copy of manufacturer's literature for pre-built structures.
- B. If constructed on site provide plans clearly identifying ALL structural elements, such as: 1) Footings/piers; 2) Posts; 3) Built-up girders/beams; 4) Joists/rafters; 5) Decking/roofing; 6) Studs/sheathing; 7) Nailing/fastening/anchoring; and, 8) any other information relating to the project. Show ALL dimensions, spans, spacing's, bracing, species and grade of wood, etc. Submit, at least, 2 copies signed and dated by the person responsible for the design.
- C. Plot plan, survey or location plan showing all required setbacks from property lines, other structures, special geographic features, etc.
- D. Adequate proof of worker's compensation coverage, liability insurance or affidavit in lieu thereof.

SWIMMING POOLS (including Hot Tubs and Spas):

- A. Provide copy of pool manufacturer's literature.
- B. Plans clearly identifying location and specifications of pool enclosure (fence and gates). For above ground pools clearly identify height of pool wall above adjoining grade. Submit, at least, 2 copies signed and dated by the person responsible for the design.
- C. Plot plan, survey or location plan showing all required setbacks from property lines, other structures, special geographic features, etc.
- D. Adequate proof of worker's compensation coverage, liability insurance or affidavit in lieu thereof.

WOODSTOVES, PELLET STOVES, FIREPLACES, Etc.:

- A. Provide copy of manufacturer's literature for listed units.
- B. Plans clearly identifying location, clearances and specifications of unit. Submit, at least, 2 copies signed and dated by the person responsible for the design.
- C. Adequate proof of worker's compensation coverage, liability insurance or affidavit in lieu thereof.

EQUIPMENT – HEATING UNITS/CENTRAL AC, Etc.:

- A. Provide copy of manufacturer's literature for listed units.
- B. Plans clearly identifying location, clearances and specifications of unit. Submit, at least, 2 copies signed and dated by the person responsible for the design.
- C. Adequate proof of worker's compensation coverage, liability insurance or affidavit in lieu thereof.

Special Note:

This checklist is designed to be used for basic code compliance. Additional information may be necessary depending on the complexity of the project or for compliance with other code sections, departments or agencies.

LOCATION PLAN

TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

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APPLICANT (owner of premises): _____

LOCATION OF PROPOSED WORK: _____

TAX GRID NUMBER: #06

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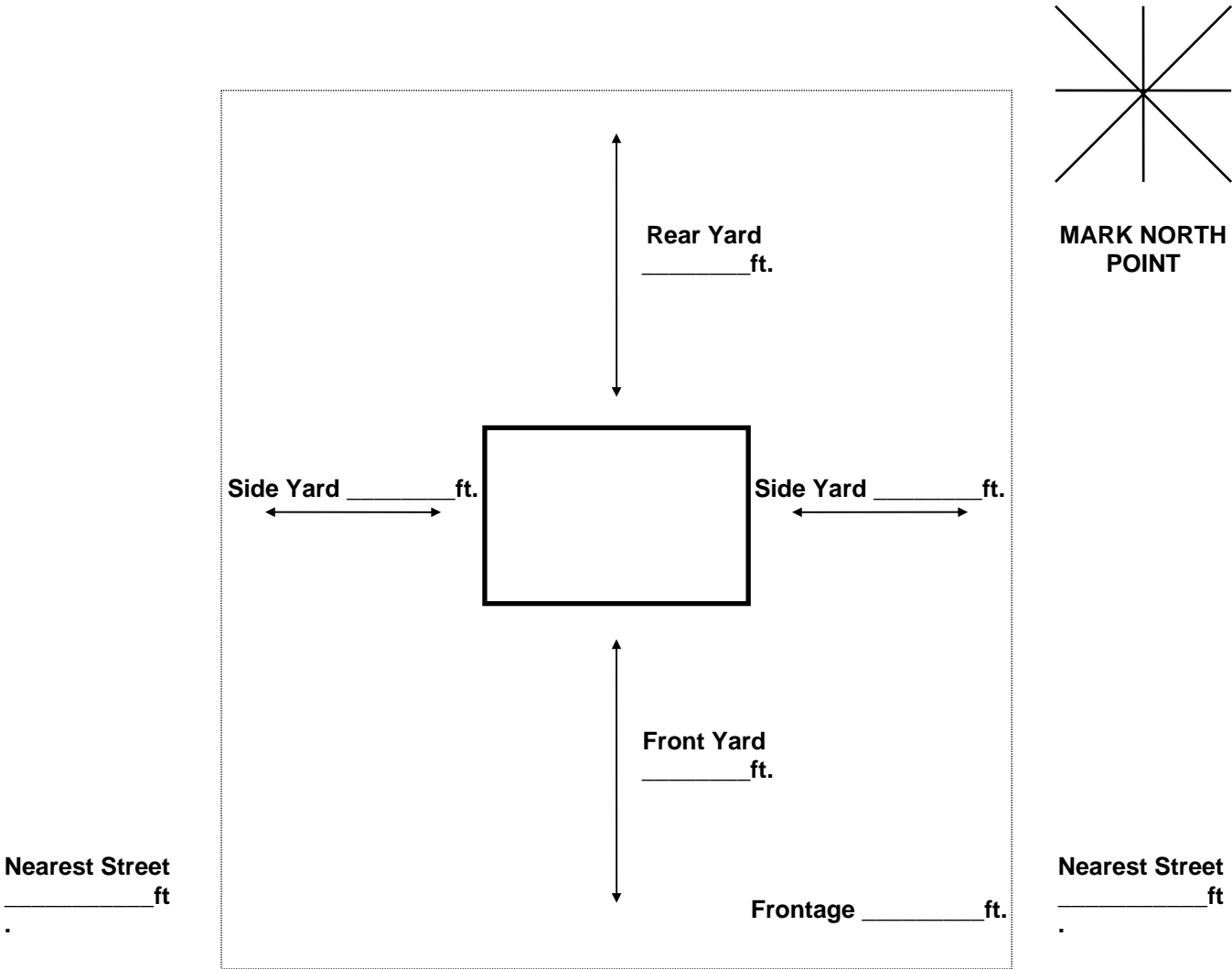
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INTERIOR LOT: _____ CORNER LOT: _____ ZONING DISTRICT: _____



Street Name: _____

IMPORTANT NOTE:
The applicant is responsible for accuracy in dimensions shown above.
INDICATE LOCATION OF WELL AND SEWAGE SYSTEM
AND THE DISTANCE OF EACH FROM HOUSE

Signature (Owner, Builder, Agent)

Date

WORKERS COMPENSATION AND DISABILITY INSURANCE REQUIREMENTS

TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

New York State law requires an applicant for a Building Permit to submit proof of Workers Compensation Insurance and proof of Disability Insurance. This proof must be on the following forms:

For Workers Compensation

C-105.2

U-26.3

SI-12

GSI-105.2

For Disability

DB-120.1

DB-155

ONLY THE ABOVE FORMS ARE ACCEPTABLE. BE ADVISED THAT "ACORD" FORMS ARE NOT ACCEPTABLE AS PROOF OF WORKERS COMPENSATION OR DISABILITY COVERAGE.

You can get the proper forms from your insurance company.

If you are a homeowner doing your own work on your own house, you may be eligible for exemption from the above requirements. Please ask us for a homeowner's exemption form.

If you are a business of one or two persons, with no full-time employees, you may be eligible for exemption from the above requirements. Please acquire form #C-105.21 from your local office of the Workers Compensation Board.

Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner-occupied Residence

Under penalty of perjury, I certify that I am the owner of the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, and I am not required to show specific proof of workers' compensation insurance coverage for such residence because (please check the appropriate box):

- ☐ I am performing all the work for which the building permit was issued.
- ☐ I am not hiring, paying or compensating in any way, the individual(s) that is(are) performing all the work for which the building permit was issued or helping me perform such work.
- ☐ I have a homeowners insurance policy that is currently in effect and covers the property listed on the attached building permit AND am hiring or paying individuals a total of less than 40 hours per week (aggregate hours for all paid individuals on the jobsite) for which the building permit was issued.

I also agree to either:

- ✦ acquire appropriate workers' compensation coverage and provide appropriate proof of that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if I need to hire or pay individuals a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit; OR
- ✦ have the general contractor, performing the work on the 1, 2, 3 or 4 family, owner-occupied residence (including condominiums) listed on the building permit that I am applying for, provide appropriate proof of workers' compensation coverage or proof of exemption from that coverage on forms approved by the Chair of the NYS Workers' Compensation Board to the government entity issuing the building permit if the project takes a total of 40 hours or more per week (aggregate hours for all paid individuals on the jobsite) for work indicated on the building permit.

(Signature of Homeowner)

(Date Signed)

(Homeowner's Name Printed)

Home Telephone Number _____

Property Address that requires the building permit:

BP-1 (3/99)

Sworn to before me this _____ day of _____, _____.
_____ (County Clerk or Notary Public)



Application for Approval of a Residential Sewage Disposal System

Tel. # 914-486-3404

INSTRUCTIONS: Building Inspector and Applicant to Complete Section 1

Health Department to complete Section 2

SECTION 1

Date of Application _____ Town/Village: _____

Name of Applicant: _____

Applicant Address: _____

Applicant Telephone #: _____

Subdivision or Plan Name: _____

Lot Number: _____ Section No. #: _____ Number of Bedrooms: _____

(Town)

(Section)

(Map)

(Parcel / Grid)

Tax Map Number:

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Location and description of property: _____

Other name by which property is known: _____

Submitted by: _____ Bldg. Permit Applic. No. _____

(Zoning Administrator / Building Inspector signature)

SECTION 2

For Health Dept. Use ONLY

Environ. Health File # or Map Code #:	
Individual Lot:	
Illegal Subdivision:	
Health Dept. Approved Subdivision:	

Map Expiration Date:	
Subdivision < 5 Lots:	
County Clerk Filed Map #:	
Parcel Extension Date:	

ACTION		DATE	INITIALS
C.O.	Contacts Applicant re: Engineering Requirements		
	Contacts Applicant re: Soil Tests		
	Transmits Application to District Office		
D.O.	Observes soil tests		
	Makes Pre-Construction Site Visit		
	Clears Building Permit with Building Inspector		
	Receives Well Completion Report		
	Receives Fill Section Certification		
	Completes Inspection		
	Clears Certificate of Occupancy with Bldg. Inspector		

**DUTCHESS COUNTY
DEPARTMENT OF EMERGENCY RESPONSE
9-1-1 ADDRESSING OFFICE**

Office Phone; (845) 486-6532
392 Creek Rd, Poughkeepsie, New York 12601

Fax Number; (845) 486-6529
emergresponse911@co.dutchess.ny.us

Name of Firm or Person requesting address information _____

Contact person _____ Date: _____

Office Phone #: _____ Fax #: _____

TO BE FILLED IN BY PERSON REQUESTING NEW ADDRESS:

1. Type of Request: ☐ Resale ☐ New Construction
 ☐ Sub-division ☐ Other _____

2. Real Property Tax Parcel Grid Number:

13- _____ - _____ - _____ -0000
 Town code (4) Section (4) Subsection (2) Block (6)

3. Parcel old address (if applicable):

4. Former owner of parcel or structure:

5. New owner of parcel or structure:

6. **Attach a plot plan showing actual location of driveway:**

TO BE COMPLETED BY 9-1-1 STAFF MEMBER:

New assigned 9-1-1 address: _____

Name of Technician: _____ Date Assigned: _____

LIST OF ELECTRICAL INSPECTION AGENCIES
TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

New York Board of Fire Underwriters

111 Washington, Ave., Albany, NY 12210
(518) 463-2122 or (800) 356-2556 Fax: (518) 463-8332
<http://www.nybfu.org/electricalbureau.htm>
Local Inspector(s): Pat Decina (845) 855-7224

Atlantic-Inland, Inc.

997 McLean Road, Cortland, NY 13045
(845) 876-8794 or (800) 758-4340
<http://www.atlanticinland.com>
Local Inspector(s):
William Jacox (845) 876-8794
12 Ackert Hook Rd., Rhinebeck, NY 12572

Commonwealth Electrical Inspection Service, Inc.

CEIS Inc., 176 Doe Run Road, Manheim, PA 17545
(800) 801-0309 Fax: (315) 736-0461
<http://www.codeservices.net/>
Local Inspector(s):
Ron Henry (845) 541-1871 (VM 24/7)
Office/Fax (845) 562-8429
2 Mallard Drive, Newburgh 12550
Dave Scism (845) 757-5916 Office
4725 Route 9G, Red Hook, 12571

Middle Department Inspection Agency, Inc.

143 Troy-Schenectady Rd., Watervliet, NY 12189
(518) 273-0861 or (800) 873-6342 Fax: (518) 273-1202
<http://www.mdia.net/>
Local Inspector(s):
David J. Williams (800) 479-4504

Tri-State Inspection Agency

P.O. Box 1034, Warwick, NY 10990
(845) 986-6514 or (800) 847-6264 Fax: (845) 986-0535 9 AM to 6 PM
Local Inspector(s):
Lou Ambrosia (845) 986-6514 9 AM to 6 PM

New York Electrical Inspections

P.O. Box 384, Amenia, NY 12501
(845) 373-7308 Fax: (845) 373-7309

******IMPORTANT******

All new electrical work requires inspection(s) by one of the approved electrical inspection agencies listed above. Connection of electrical work without proper inspection is a violation of the Code of the Town of Fishkill and subject to fines.

ABBREVIATED SUMMARY OF PERMIT FEES – RESIDENTIAL
TOWN OF FISHKILL, COUNTY OF DUTCHESS, NEW YORK

RESIDENTIAL BUILDING PERMITS

Minimum Fee (or minimum fee required to submit an application):	\$ 75.00
See miscellaneous fees for retroactive work, electrical only work, etc.	
New Home Construction (per \$1000 of estimated construction cost less land value):	\$ 10.00/\$1K
Additions:	0.40/sq.ft.
New finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
Interior Alterations:	0.30/sq.ft.
Existing finished areas including, but not limited to, living areas, kitchens, bathrooms, bedrooms, closets, etc.	
Garages:	
Attached:	0.40/sq.ft.
Detached:	0.40/sq.ft.
Storage Buildings (sheds):	
Up to 400 Square Feet	\$75.00
Decks/Porches/Patios:	
Open or with roof cover only:	0.30/sq.ft.
Enclosed:	0.40/sq.ft.
Patios (impervious or associated with a pool):	0.20/sq.ft.
Plumbing installations (alterations not included):	
Kitchens:	20.00 each
Half bath (two fixtures):	20.00 each
Full bath (three fixtures):	20.00 each
Future rough-in:	10.00 each
Pools:	
Above ground (deck, platform or patio not included):	75.00 each
In ground (deck, platform or patio not included):	75.00 each
Conversions:	
Extended one-family use (alterations not included):	125.00 each
Accessory apartment use (alterations not included):	125.00 each
Heating Equipment (Furnaces, Boilers, Woodstoves, Pellet Stoves, Fireplaces, etc.):	
New installations (alterations not included):	50.00 each
Replacements (alterations not included):	50.00 each

MISCELLANEOUS FEES – RESIDENTIAL

Retroactive Work (in additional to above fees for each occurrence):	\$250.00 or
Additional fee required to submit a Building Permit application or amendment to a Building Permit for work commenced or completed prior to approval of such Building Permit or amendment.	Double Permit Fee (whichever is larger)
Electrical Work Only:	25.00 each
Temporary Construction/Office Trailer (requires Planning approval):	125.00/year
Sign - New Construction/Installation/Electric - (separate Zoning Permit is also required):	150.00 each
Re-inspection Fee (for re-scheduling of inspections, assessed at the discretion of the Building Inspector):	50.00 each
Municipal Residential Files Searches (transcript of records only):	100.00 each
Additional fee for an on-site verification inspection:	50.00 each
Land Development Permit (Chapter 78):	100.00 each
(Fee applies only to applications that are not connected to site plan, subdivision, special use permit or building permit applications.)	
Top Soil and Excavation Permit (Chapter 128-5A):	100.00 each
(Fee applies only to applications that are covered under Chapter 128-5A.)	
Landscaping or Driveway Bond - administration fee (nonrefundable - notes 4 & 5):	\$ 100.00
(Bond amount shall be equal to cost of seeding or paving.)	
Building and/or Structural Demolition:	
Minimum Fee (includes work covering up to and including 250 square feet):	\$ 30.00
Add to minimum fee for each square foot, or fraction thereof, exceeding 250 square feet:	0.10/sq.ft.